

MEETING GUIDELINES

# Prescription Review Panel

## Table of contents

Introduction .....	2.....
Getting started .....	2.....
Types of meetings .....	3.....
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## Introduction

Prescription Review Panel (PR Panel) meetings are the primary forum for board decision making in support of the Prescription Review Program (PR Program), one of the quality assurance programs at the College. The mandate of the panel is set out in section 1 -19(2)(d) of the College Bylaws .

These guidelines are intended to help panel meetings be efficient, effective, inclusive and result in clear, informed decisions. The College Bylaws set out the structure of the Quality Assurance Committee (and its panels), its Board and how decisions are made within the College, and the code of conduct for board members and committee and panel members.

These guidelines are also informed by agreements that extend beyond the College, notably the Declaration of Commitment to Cultural Safety and Humility, signed by all provincial health regulators in March 2017 that sets out a vital pledge to increase the level of cultural safety, b ia7-0t.2 (i)-2 (on)2.9 (s7w)-6 (lt)10.7 (h)-6 (a)-0.67 ( d)4o.6 (s)7.24,8-2.9 ( a7.8 (c)-28-67 ( i).9 (s6-3k1 (,)-2. (l

Finance and CRA tax forms for review and completion to be returned to finance department :

- o Board and Committee Personal Information Form
- o Federal Personal Tax Credits Return Form
- o British Columbia Personal Tax Credits Return Form
- o Election to Stop Contributing to the C C to Ss.6 (x)-7.2ITd [(E) for Reo(le)-6(m)0.6 (a)-0.6 (ti)-2 (o

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a hybrid meeting where some members are attending in person and some are attending virtually. Members will be encouraged to meet in person if it is a designated “in person” meeting. If a panel member cannot attend in person, they will be required to seek consent of the panel chair to attend virtually and ensure that the staff member organizing the meeting is notified. Remote meetings tend to work best for straightforward discussions, where no group work is taking place or controversial decisions are being made .

### Email

Email meetings are convened for one specific purpose only : either when information needs to be disseminated quickly, or an urgent decision is required that cannot wait until the next scheduled panel meeting .

## The meeting: before, during and after

### Before the meeting

#### Agenda

Agendas are prepared by staff in consultation with the chair, based upon the responsibilities of the panel laid out in 1-20(37)0150.0580(7(d))T.K.37M028-2 ((b)-6(a)(5))T.(b)1.B0r(w)-20.8(a)9w43219 ((h)-6.

read the minutes, and  
notify staff if they are unable to attend the meeting (if this has not already been done).  
and

done).

Agenda items may need to be added to the meeting package after the meeting package has been made available to the team. If this occurs, added items will be noted as "Additions" with the heading "In Addition" and the date that it was added.

### Logistics for remote participants

To maximize meeting effectiveness for participants joining remotely, they should:

inform the chair in advance if they plan to join the meeting late or leave early

test equipment ahead of time

make sure internet access is available and working

have a contingency in place in the event one mode of technology does not work  
if on camera, dress appropriately, avoiding stripes or bold patterns which can be visually distracting

turn off light sources behind them

minimize background noise

try to call from a landline if possible (cell phones are prone to static interference)

have the dial-in number, codes or login details ready

keep audio on mute unless speaking

join the meeting at least 10 minutes early to resolve technical glitches

not place the call on hold, in case the call plays news or music as part of the system

Section 3 of the College's [Code of Conduct Policy](#) sets out the requirements for members' conduct during meetings. The same code applies to DR Panels specifically:

active participation

diversity and inclusion



For the sake of efficiency and effectiveness, the chair will ensure that discussion is confined to issues that fall within the panel 's authority and are relevant to the issue being discussed.

Throughout the discussion, the chair will highlight important points, clarify misunderstandings, and keep the discussion focused on the matters at hand.

When the chair believes panel members have the information they need to consider





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When a resolution has been put forward, make sure that everyone understands what is being asked of them.

Keep a list of issues that are more appropriately discussed offline or at another meeting.

Remember to formally close the meeting, thanking all participants, including those attending remotely.

Most importantly, inject warmth, humour and fun into the meeting wherever appropriate .

#### After the meeting

It is always good practice for the chair to debrief regularly with management and support staff as soon as possible to maintain strong and trusting relationships, and ensure that meetings continue to be managed effectively.

It is mandatory for all panel members to complete the meeting evaluation form within one week of the meeting .